

~~SECRET~~
(When Filled In)

SPEED LETTER	REPLY REQUESTED			DATE
		YES	X	NO
TO : Chief, Support Services Staff ATTN:	FROM: Supply Branch			

The Speed Letter may be used for informal communications between headquarters offices and/ [redacted] field stations. The form may be overprinted with repetitious information to expedite processing. Several offices have realized its potential as a means for reducing correspondence costs and time; as it encourages people to be brief, limits distribution of copies, carries the message and the reply on the same page, and can be adapted to pen or to the typewriter.

25X1A

XXXX XXXXXXXX	
SIGNATURE	
REPLY	DATE 4 Nov 1966

When a reply is necessary it is placed on the lower part of this form. and One copy is retained by the responder for his file [redacted] the original is returned to the originator.

FORM 1831
5-61

RETURN TO ORIGINATOR

~~SECRET~~